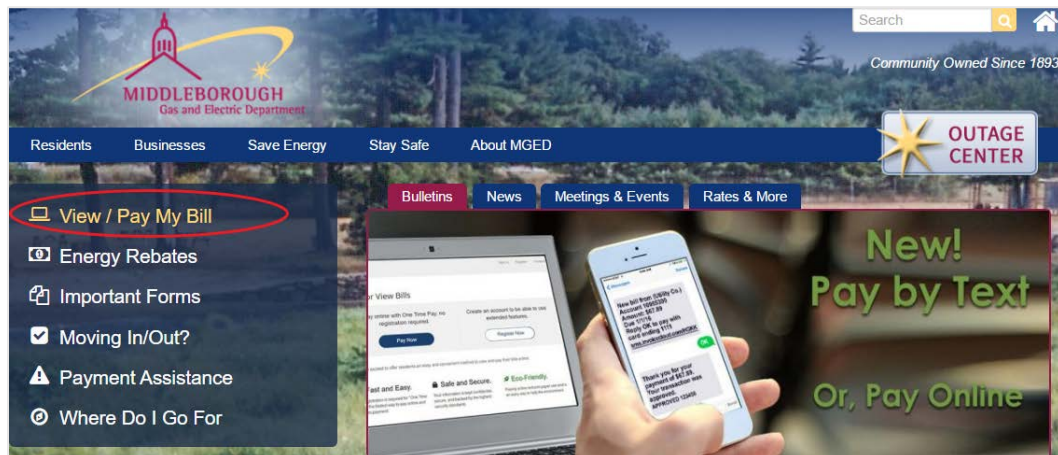


Online Bill View & Payment Guide

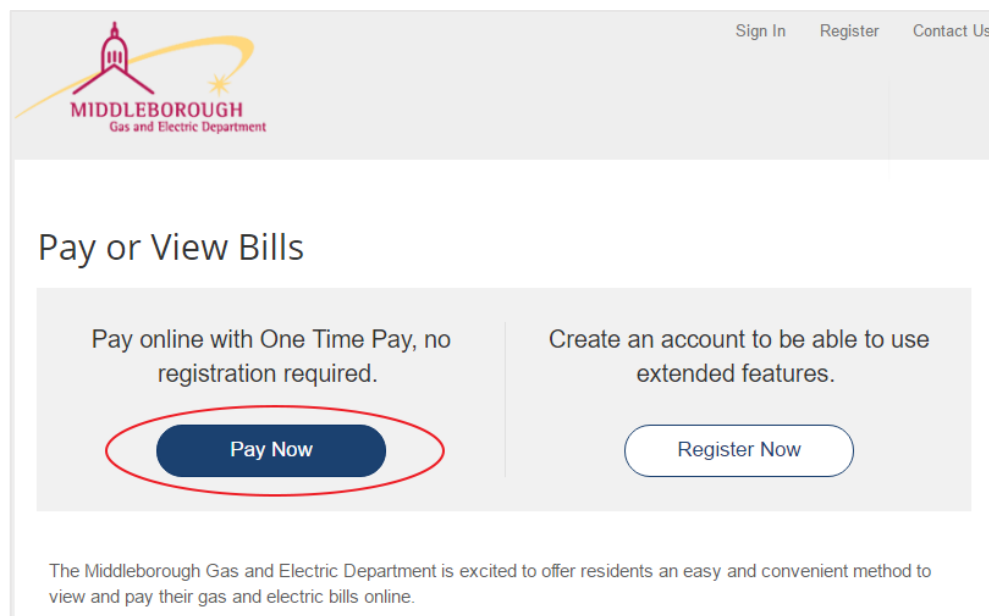


To Register or to Make a One-Time Payment or View Your Bill (without registering)

1. Go to MGED.com and click on View / Pay My Bill (left side) to go to our Invoice Cloud payment portal.



2. Click on the Pay Now button and enter your account number and service address. Click on Search Invoices to locate your bill. Helpful Hints:
 - If your account # starts with a 0 (zero), do not enter the zero.
 - Enter a dash before the last two #s (i.e.: 12345678-90)



- For a street address, enter ONLY a house # and a portion of the street name (i.e.: 25 Maple) Do Not use the word “street”, avenue, etc.
 - If you live on a street that includes a direction, enter it as either of these examples: 32 S Main or 00 E Grove. Do not spell out the direction name or include a period after the initial.
3. Select the invoices you would like to pay and then click on the Add selected invoices to your cart. If you wish to view your invoice, click on the View Invoice option. Note: If you wish to register your account, you may do so at this step by clicking on the Register Selected Invoices.

Sign In Contact Us

MIDDLEBOROUGH Gas and Electric Department

< Return to previous page

Search Results

Please review your results below and select invoices to Pay. Click [here](#) if you would like to search again.

Select	Bill No.	Account No.	Owner	Due Date	Bill Total	Balance Due	
<input checked="" type="checkbox"/>	12122016-01000000-05	1000000-05	JOHN SMITH	12/27/2016	\$45.45	\$45.45	View Invoice Related Invoices
<input type="checkbox"/>	11102016-01000000-05	1000000-05	JOHN SMITH	11/23/2016	\$47.05	\$0.00	View Invoice Related Invoices
<input type="checkbox"/>	10122016-01000000-05	1000000-05	JOHN SMITH	10/25/2016	\$47.75	\$0.00	View Invoice Related Invoices
<input type="checkbox"/>	09122016-01000000-05	1000000-05	JOHN SMITH	9/26/2016	\$55.00	\$0.00	View Invoice Related Invoices

[+ Add selected invoices to your cart](#) | [Register Selected Invoices](#)

4. Review the invoices in your cart and click on Proceed to Checkout. You will be able to enter a different amount on the next screen if you wish.

Contact Us

MIDDLEBOROUGH Gas and Electric Department

Please review your cart

Please confirm your selections below. Click on Proceed to Checkout when you are ready to pay.

Type - Gas & Electric					
Type	Account #	Invoice #	Due Date	Balance Due	Options
Gas & Electric	1000000-05	12122016-01000000-05	12/27/2016	\$45.45	View Invoice Remove from Cart

Subtotal (1 Items) \$45.45
Not including any applicable service fees.

[Proceed to Checkout](#)

[I want to Register this Account](#)
[I want to find more invoices](#)

5. Select Credit Card or EFT (Check) from the dropdown and then click on Continue to Payment Information.

The screenshot shows the 'Payment Options' step of a payment process. At the top left is the Middleborough Gas and Electric Department logo. The page has three tabs: 'Payment Options' (active), 'Payment Information', and 'Review Payment'. The main heading is 'How would you like to pay?'. Below it is a dropdown menu with 'Credit Card' selected. Underneath is another heading 'How much would you like to pay?' with two radio button options: 'Pay Full Invoice' (selected) for \$45.45 and 'Pay Other Amount'. A 'Continue to Payment Information' button is at the bottom. On the right, a 'Payment Summary' box shows an invoice for \$45.45 with a 'GRAND TOTAL' of \$45.45.

MIDDLEBOROUGH
Gas and Electric Department

Payment Options Payment Information Review Payment

How would you like to pay?

Credit Card
Credit Card
EFT (Check)

How much would you like to pay?

Pay Full Invoice \$45.45

Pay Other Amount

Continue to Payment Information >

Payment Summary

Invoice #	Amount
12122016-01000000-05 - View	\$45.45
SUBTOTAL	\$45.45
GRAND TOTAL	\$45.45

Any applicable service fees and/or discounts will be displayed before processing your payment

6. Enter payment information and billing address. Click on Continue to Review Payment.

The screenshot shows the 'Payment Information' step. The 'Payment Options' tab is inactive, and 'Payment Information' is active. The heading is 'Please enter your card information'. There are several form fields: 'Cardholder Name' (JOHN SMITH), 'Card Number' and 'CVV' (with a 'WHAT IS THIS?' link), 'Expiration Date' (December 2016), 'Billing Address', 'Country' (United States), 'City' (MIDDLEBORO), 'State' (Massachusetts), and 'Zip' (02346). An 'Email' field is also present. At the bottom, there are two buttons: 'Continue to Review Payment' and 'Go back to Payment Options'. The 'Payment Summary' box on the right remains the same as in the previous screenshot.

Payment Options **Payment Information** Review Payment

Please enter your card information

Cardholder Name *
JOHN SMITH

Card Number * CVV * [WHAT IS THIS?](#)
Card number CVV

Expiration Date *
December 2016

Billing Address *
Billing Address

Country *
United States

City * State * Zip *
MIDDLEBORO Massachusetts 02346

Email *
Email Address

Continue to Review Payment > | [Go back to Payment Options](#)

Payment Summary

Invoice #	Amount
12122016-01000000-05 - View	\$45.45
SUBTOTAL	\$45.45
GRAND TOTAL	\$45.45

Any applicable service fees will be displayed before processing your payment

7. Review your information and click on Process Payment. You'll then receive an email confirmation. Note: If you wish to sign up for Pay by Text messages or Paperless, you may check the appropriate boxes.

Invoice #	Amount
12122016-01000000-05 - View	\$45.45
SUBTOTAL	\$45.45
SERVICE FEE *	+ \$0.00
GRAND TOTAL	\$45.45

8. You'll then receive an email confirmation. Click on the Sign Out (🔒) icon in the upper right when you are finished in the payment portal.

Set Up Automatic Payments

1. Go to MGED.com and click on View / Pay My Bill (left side) to go to our Invoice Cloud payment portal. Click Sign In (top of page) and on the next page enter your email address, password and the secure code that displays. Click Sign In.

2. Once logged in, you'll see your customer dashboard with recent activity. Click on AutoPay.

The screenshot shows the website header with the Middleborough Gas and Electric Department logo and navigation links: Home, My Account, My Profile, and Support. The main heading is "Your Accounts at a glance". Below this, there are two main sections: "I want to..." and "Services".

I want to...

- [Pay my invoices](#)
- [View my payment history](#)
- [View my scheduled payment history](#)
- [Manage my AutoPay settings](#)
- [Manage my Paperless settings](#)
- [Update my account information](#)

Services

- [AutoPay](#) (highlighted with a red circle) [EDIT](#)
- [Paperless](#) [EDIT](#)
- [Pay By Text](#) [EDIT](#)

Recent Open Invoices

Invoice Date	Due On	Balance Due
--------------	--------	-------------

Recent Closed Invoices

Invoice Date	Account #
--------------	-----------

3. Click on New AutoPay Setup.

The screenshot shows the "AutoPay" management page. At the top, there is a "Manage" section with a "+ New AutoPay Setup" button. Below this, there is a paragraph of text explaining the benefits of AutoPay. At the bottom, there is an information icon and a message stating "You are not set up on AutoPay. You may set up AutoPay by clicking [here](#)."

AutoPay

Manage

[+ New AutoPay Setup](#)

Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically.

i

You are not set up on AutoPay.

You may set up AutoPay by clicking [here](#).

4. Select the account you would like to set up for AutoPay and the payment method and make sure the "Yes, put me on AutoPay" option is marked. Click Save this AutoPay Setup. You will then receive an email confirmation.

[Return to previous page](#)

New AutoPay Setup

Registering for AutoPay will void any prior, scheduled payments. In order to prevent duplicate transactions, any scheduled payments which are pending for this account will be cancelled. AutoPay will then pay invoices on their due date using your default payment method.

Select an Account *
 #6000000-20 - DONALD E PARKER

Invoice Type *
 Gas & Electric

Use this payment method *
 mutual bank: XXX1111


AutoPay Status *

Yes, put me on AutoPay

No, I do not want AutoPay

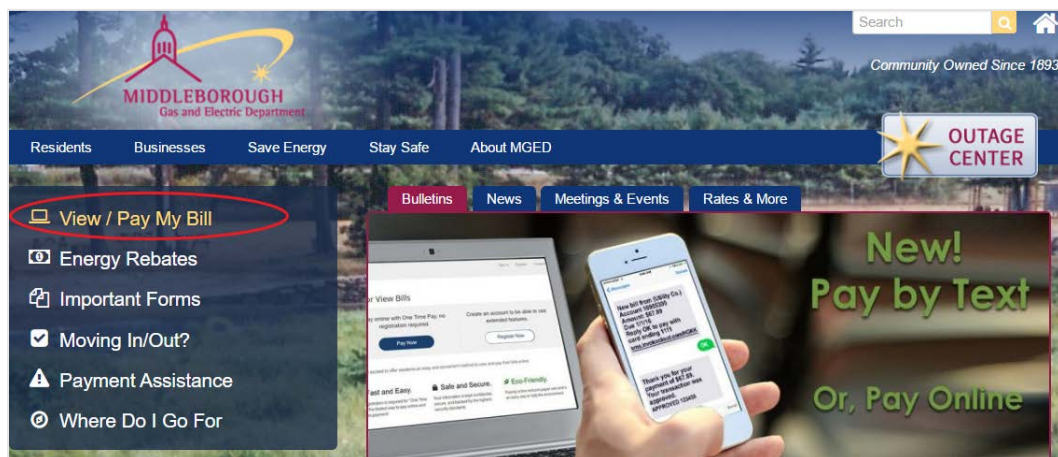
[Save this AutoPay Setup](#)

Standard service fees may be applied if applicable.

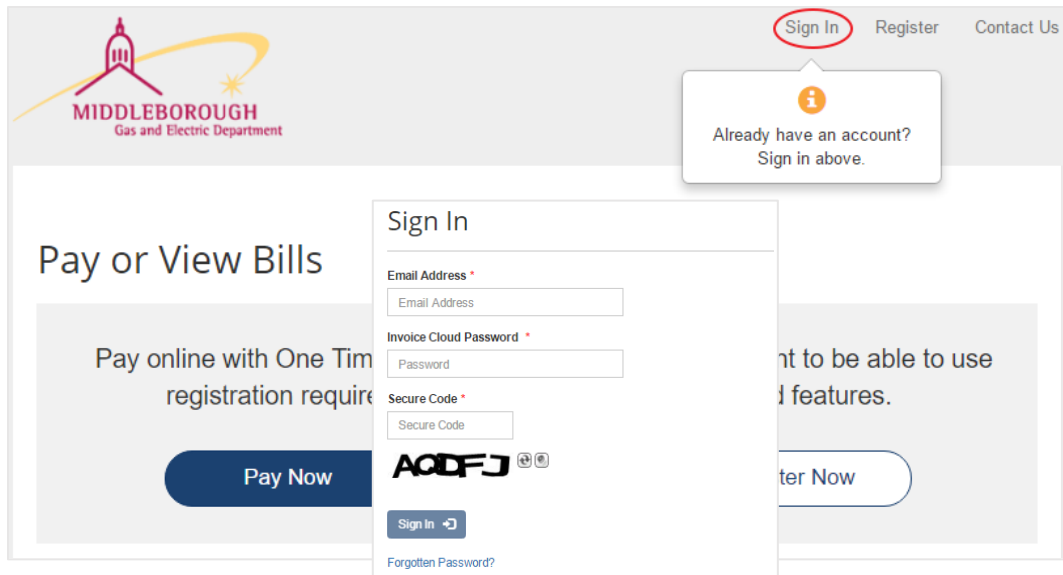
5. You will then receive an email confirmation. If you want to edit your AutoPay settings at a later date, you can click on the AutoPay option on your dashboard, after signing in.
6. When finished in the payment portal, click on the Sign Out () icon in the upper right.

View Your Bill Online (registered users)

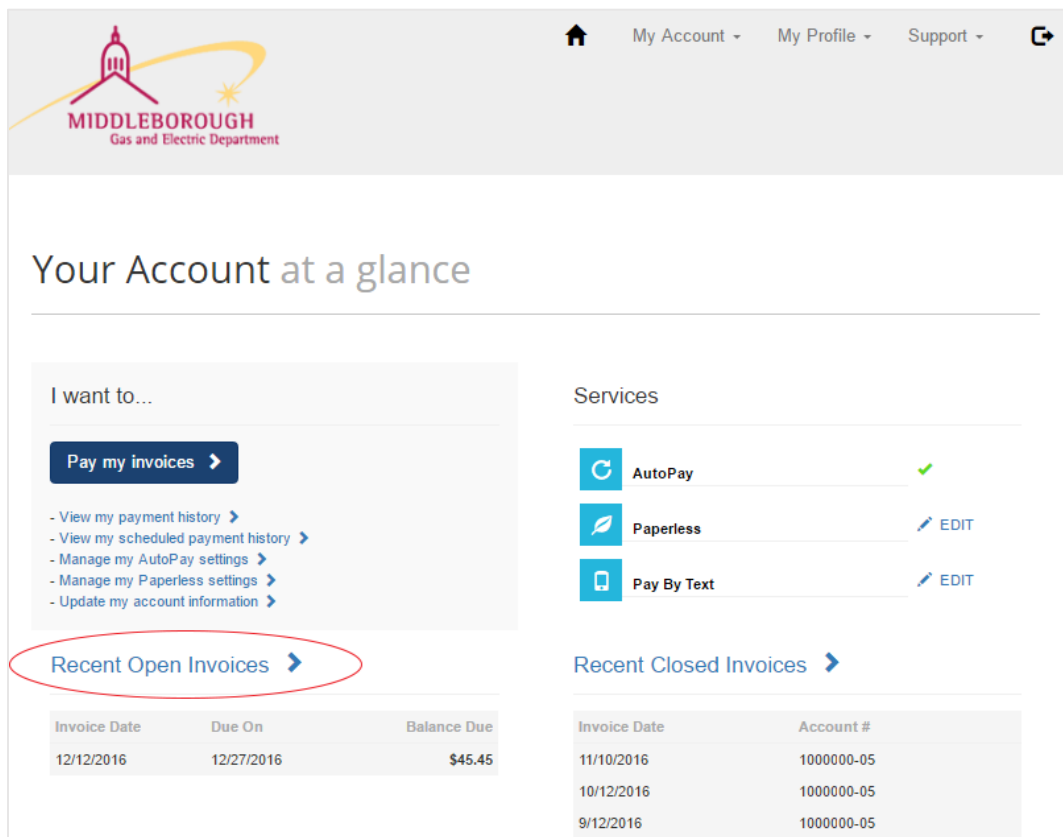
1. Go to MGED.com and click on View / Pay My Bill (left side) to go to our Invoice Cloud payment portal.



2. Click on Sign In (top of page) and on the next page enter your email address, password and the secure code that displays. Click Sign In.



- Once logged in, you'll see your customer dashboard with recent activity. Click on Recent Open Invoices and then click on View Invoice. A PDF version of the bill will download. Depending on the browser you are using, and your settings, you may see the PDF file at the bottom of your browser window or you may receive a prompt on screen to open or save.



- When finished in the payment portal, click on the Sign Out (🚪) icon in the upper right.